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**TECHNICAL GUIDE**  
**NOTICE #165 (electronic)**

**Purpose:** To transmit information regarding the electronic NRCS Field Office Technical Guide (eFOTG).

**Effective Date:** This notice is effective upon receipt.

**Notice of Changes:**

The 2002 Farm Bill increases the need for easy access to Natural Resources Conservation Service (NRCS) technical materials, not only by NRCS employees, but also by outside consultants that may provide technical services. To assist in meeting this need, a national web-based electronic tool for delivery of technical support was developed. This initiative provides a framework to efficiently organize the technical content of all 50 states.

Since July 2002, the electronic Field Office Technical Guide (eFOTG) has been available for use in Michigan. There have been four electronic Technical Guide Notices (eTGN) in FY 2003 that have added and updated technical material in the eFOTG. NRCS-Michigan employees were instructed to use the eFOTG beginning October 2002. These eTGNs are filed in the eFOTG Section I.

Field Office Technical Guide content was significantly updated in July 2002. Special attention should be given to eFOTG Quality Criteria and Guidance Documents (Section III) and their corresponding Conservation Effects (Section V).

**Effective with this transmittal, the eFOTG will be NRCS-Michigan's official Field Office Technical Guide.** All subsequent postings of new or revised eFOTG material will be done electronically. Only material that is not available electronically will be distributed both in electronic and hard copy form (with attached material). This will usually be limited to Document Box reference material (middle shelf of Technical Reference Center) and Handbooks (bottom shelf of Technical Reference Center). This Technical Guide Notice will be transmitted in electronic and hard copy form in order to distribute a new binder spine.

You can access the Michigan eFOTG by using web browsers Internet Explorer 5.0. The public web site ([www.mi.nrcs.usda.gov](http://www.mi.nrcs.usda.gov)) will connect you to the NRCS-Michigan Homepage where you can link onto the Michigan eFOTG. NRCS employees may also use the web site [my.nrcs.usda.gov](http://my.nrcs.usda.gov). This web site requires a NRCS PRMS log-in and password.

There are technical materials at the local NRCS offices that are not available on the eFOTG. These materials are specific to the field office. Therefore, each NRCS office will maintain a condensed FOTG in hard copy.

-More-

DIST: All Holders of the Field Office Technical Guide



The Natural Resources Conservation Service works in partnership with the American people to conserve and sustain natural resources on private lands.

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**File the following in one 3-inch binder with the attached new binder spine.**

Retain tabs and material for:

### **Section I**

- Maps (Yellow Tab). File Maps of **Local Importance** only; e.g., Pre-European Settlement Vegetation Maps, County Drain Maps, and Gas & Oil Pipeline Maps. Discard duplicate maps in the eFOTG.
- Erosion Prediction (Yellow Tab) and Water (Green Tab). File USLE-Water Erosion Control. This material dates from 3/87 to 10/92 and is to be used in HEL calculations according to National Food Security Act Manual, Part 511.
- Laws (Yellow Tab) and Local (Green Tab). File Laws of Local Importance.

### **Section II**

- Water Quantity and Quality (Green Tab). Keep all material. This will be updated electronically in the near future.

### **Section III**

- Conservation Systems/Program Requirements (Yellow Tab).
- Alternative Conservation Systems (Green Tab).
  - File Local County Maximum "C" Factors Table (May 1988).
  - File Maximum "C" Values for HEL Soil Units.
  - File other appropriate Alternative Conservation Systems Tables for Local County.
- Basic Conservation Systems (Green Tab).
  - File Typical Basic Conservation Systems for Local County.

Discard (recycle) all technical materials on top shelf of the Technical Reference Center FOTG hard copy. The State Office will maintain archived copies of technical materials that NRCS offices discarded.

Questions regarding the filing should be directed to Gary Rinkenberger, Resource Conservationist, on (517) 324-5266.

/s/

RONALD C. WILLIAMS  
State Conservationist

Attachment